



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>CCFC-005</b>
ANALYST'S INITIALS	<b>PD/WB</b>
DATE	<b>26 Jul 2010</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

<b>CLASS TITLE</b> Office Assistant (Typing)	<b>POSITION NUMBER</b> 319-001-1379-900	<b>TENURE</b> PERMANENT	<b>TIME BASE</b> Full Time	<b>CBID</b> R04
<b>OFFICE OF</b> First 5 California (aka California Children and Families Commission)	<b>LOCATION OF POSITION (CITY or COUNTY)</b> Sacramento			<b>MONTHLY SALARY</b>  \$2,143 to \$2,826
<b>SEND APPLICATION TO:</b>  First 5 California 2389 Gateway Oaks Drive, Suite 260 Sacramento, CA 95833  Attn: Peggy Denton - <b>CONFIDENTIAL</b>	<b>REPORTING LOCATION OF POSITION</b> 2389 Gateway Oaks Drive, Suite 260			
	<b>SHIFT AND WORKING HOURS</b> DAYS - 8 am to 5 pm			
	<b>WORKING DAYS, SCHEDULED DAYS OFF</b> MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	<b>PUBLIC PHONE NUMBER</b> (916) 263-1050	<b>CALNET PHONE NUMBER</b>		
<b>SUPERVISED BY AND CLASS TITLE</b> Chief, Administrative Services Division (SSM II)			<b>FILE BY</b> 8/6/10	

## SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to First 5 California (aka California Children and Families Commission) employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

All interested candidates must submit a standard State Application Form 678. Applications will be accepted only from individuals currently at the Office Assistant (Typing) level, applicants who have transfer or list eligibility, or individuals who are currently reachable on the Office Assistant (Typing) list. All appointments are subject to SROA/Surplus provisions. Surplus applicants, please attach a copy of your surplus letter to the state applications.

**Please reference "RPA 2010-11 CCFC-005" and state your eligibility in box #12 on your application.**

Are you ready for a challenge? Are you looking for a rewarding career where you impact the lives of young children? Here's your chance! First 5 California is recruiting for a dynamic, energetic, and committed **Office Assistant (Typing)**.

First 5 California is a dynamic organization focused on early childhood development of children age 0 to 5. We are located in a newly designed facility in the South Natomas area. **FREE PARKING!**

This is a great opportunity to not only work for a progressive and innovative organization that cares about California's children, but also to work with individuals who value and care about their staff. First 5 California provides an environment where creativity and productivity are encouraged, recognized, and rewarded. It is a diverse, family-friendly organization that is conveniently located. We are seeking an individual who is a self starter, flexible, independent worker who also has a strong sense of team work. This individual also possesses strong problem solving, written and verbal communication skills, as well as being detail oriented and well organized. The successful candidate will be provided opportunities that will allow them to grow and develop professionally, reaching their highest career potential.

**For duty statement, visit our website at <http://www.ccfc.ca.gov/commission/jobs.asp>.**

<b>CLASS TITLE</b>	<b>POSITION NUMBER</b>	<b>RPA NUMBER</b>	<b>FILE BY</b>
<b>Office Assistant (Typing)</b>	<b>319-001-1379-900</b>	<b>CCFC-005</b>	<b>8/6/10</b>

Under the direction of the Chief of Administrative Services Division (Staff Services Manager II), this position acts as receptionist and provides clerical support for management and staff at First 5 California.

**DUTIES INCLUDE:**

- Act as First 5 California's front desk receptionist.
- Screen, direct, document, and respond to telephone calls.
- Greet and assist visitors, directing them as necessary.
- Process incoming and outgoing mail and packages; screen all incoming correspondence to determine appropriate routing.
- Type reports, letters, memos, and PowerPoint slides, email correspondence, and other documents using Microsoft Office applications.
- Coordinate office supply and business card acquisitions.
- Log-in general invoice information into database for tracking and reporting purposes.
- Schedule messenger services to other state agencies and local offices.
- Perform copy work and duplication requests.
- Arrange and track conference call activity and reconcile conference call billings.

**REQUIRED QUALIFICATIONS:**

- Demonstrate proficiency with Microsoft Word and Outlook.
- Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.
- Ability to effectively use office equipment, e.g., PC, duplicating equipment, fax machines, printers, and calculators.

**DESIRABLE QULAIFICATIONS:**

- Possess working knowledge of Microsoft Access, Excel, and PowerPoint.
- Possess education equivalent to completion of the twelfth grade.
- Possess organization skills and ability to track assignments accurately.
- Possess strong customer service skills.
- Ability to interact effectively and professionally with the public and other employees.

**SPECIAL PERSONAL CHARACTERISTICS**

- Demonstrate interest in assuming increasing responsibility.
- Ability to follow direction and handle multiple tasks.
- Ability to take initiative and work both independently and as a team member.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.
- Function effectively under demanding and competing deadlines.
- Ability to occasionally bend, lift, and move file boxes, training materials and other items weighing up to 35 pounds in connection with duties (e.g., boxes of mail, School Readiness application review processes, organizing/filing, etc.).
- Ability and willingness to travel on occasion by car, bus, train or airplane.